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NO CHANGE in Class. ☐

Chief, Management Staff

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4 August 1958

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Date: 24 Feb 78 By:

Report of Project 3-10, Records of Overseas Service

REF : Memorandum for Acting Deputy Director (Support) from
Chief, Management Staff dated 24 April 1958, Subject
Questionnaire on Overseas Duty.

This project was presented as a problem: "To develop a method or methods for establishment and maintenance of verified records of actual time spent overseas on PCS or TDY by all Agency staff agents and staff employees." The immediate need was to develop statistics to permit planning of a more advantageous retirement program; the long range need was to provide verified information for retirement eligibility purposes for future use. Analysis indicated that the problem could logically be broken into three related phases, each susceptible to separate treatment and this was done as follows:

PHASE I: What method is most suitable to be employed for obtaining the necessary planning data to use in working out potential retirement formulas?

This phase of the project involved a staff study (see Reference) which provided approvals and authorities to conduct a survey of past overseas service of all current staff employees and staff agents for Agency retirement planning and statistical analysis purposes. The balance of this phase was concerned with methods, procedures and documents which were developed to carry out the survey as approved in the staff study. Agency Notice survey card form 145A with accompanying information card and Book Dispatch No. 738 were used to obtain the necessary overseas service information (See Tab A). Additionally, appropriate individuals in all Agency components were briefed as to the methods and procedures to be used to obtain the information from all staff agents with due consideration for the cover and security aspects of such an all inclusive survey. The cut-off date for survey information was 1 July 1958 at which time phase II became operative.

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PHASE II: What kind of system can be developed to permit maintenance of verified records of overseas service in the future?

1. The Phase I survey provided unverified information through 30 June 1958. Phase II was concerned primarily with developing a system and setting up procedures for obtaining verified records of overseas service of Agency staff employees and staff agents beginning

1 July 1958 and continuing indefinitely. The staff study prepared in connection with Phase I pointed up the inadequacy of current personnel actions for purposes of documenting physical whereabouts of Agency personnel. It was known, of course, that the Office of the Comptroller processes and retains documents reflecting both PCS and TDY Travel and therefore was the most logical place to obtain overseas service information on a current basis.

2. The Comptroller agreed with the above, but pointed out that he believes personnel records should reflect whereabouts and status of Agency personnel without relying on the Comptroller's records for the information; therefore, the procedures worked out for obtaining current PCS overseas service information from the Comptroller's records were accepted by the Comptroller and agreed to by the Director of Personnel as an interim measure. Since TDY duty information is not usually related to personnel status, the Comptroller agreed that this information will be obtained by his office from travel vouchers on a continuing basis. By beginning to pick up overseas service information on a current basis from the Comptroller's Records on 1 July 1958, a gap in information has been avoided, needed records for future planning and statistical purposes will be available on a continuing basis, and a verified record of CIA overseas service is being compiled for retirement use if and when the Agency acquires a retirement program involving credit for overseas service.

3. Comptroller Instruction no. 58 dated 25 June 1958 and form 1451a (Tab B) set forth the procedures to be used by the Fiscal and Finance Divisions to extract overseas service information from pertinent documents as they process through these offices. These procedures will provide verified records of all Agency overseas service of staff employees and staff agents, except for individuals in the Development Project Staff, DCI. DFE/DCI overseas service information will be recorded by selected personnel of that staff using Comptroller Instruction no. 58 and form 1451a with minor changes. The completed forms will be forwarded directly to the Personnel Statistical Branch for processing.

4. Phase II also includes the use of the Phase I survey cards to obtain prior U.S. Government overseas service information from all staff employees and staff agents as they enter on duty. As this information accrues, it will be added to the survey information already on file. The procedure for obtaining prior U.S. Government overseas service information from new employees was included as a part of regular EOD procedures on 13 June, the date the Phase I survey cards were distributed to all Headquarters personnel. In this connection, it should be noted that all survey cards (Phases I and II) are coded as "Survey" and all verified overseas service records are coded as "Verified". This will permit greater flexibility in the use of the information and facilitate keeping survey information separate from verified information as desired.

PHASE III: What are the most suitable methods and timing to be used to reconstruct verified records of overseas duty?

1. If and when the Agency acquires a retirement program involving some credit for overseas service, it will be necessary to verify all claimed but not verified overseas service and to establish the degree of acceptability of existing verified records for all Agency employees who are then eligible for overseas retirement benefits. Since there is not now such a program and the details and requirements will not be known until after legislation covering such retirement is presented to the Congress and acted upon, there is no point in doing more than suggesting broad guidelines to be used in the development of detailed procedures when such becomes practical:

a) Establishment of extent of overseas service credit contained in any new retirement program will require a review of the pertinency of overseas service which has been recorded. In order to avoid the necessity for a future survey to correct information deficiencies, all overseas service considered possibly pertinent is being recorded currently with the thought that some, at least, will not be creditable but that it is better to err in the direction of too broad a coverage rather than too little at this time.

b) Current overseas service information being picked up from official documents and recorded as verified, should reduce substantially the amount of research required to effect payment under some future retirement program; however, it is probable that most cases will require some research. In order to simplify this problem, the initial survey cards (Phase I and RSD procedures from Phase II) will be retained for potential future use as a starting point for whatever verification procedures may be adopted.

c) At such time as a new retirement program becomes effective, the Agency will be faced with a potentially tremendous research problem. It is suggested that as soon as the retirement formula become firm, a systematic annual retirement projection be made. This could be a machine report prepared annually in advance of the end of the calendar year for the last two months of the current year and the entire next year (thus avoiding conflict with other year end reports), giving the name and retirement eligibility date for each person who will reach a retirement situation during the next 14 months. This would provide a two month overlap each year. Retirement research would be required only for those people reaching a retirement situation during the full year covered by the report. The two month overlap would be useful for verification purposes. The research necessary for any individual case could then be done in an orderly fashion and only for those persons who would actually retire under the new program.

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This Notice Expires 1 January 1959

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NOTICE

PERSONNEL

4 June 1958

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SURVEY OF OVERSEAS SERVICE

1. The Agency is considering the possibilities of developing a more advantageous retirement program which would depend in some measure on the requirement for overseas service by our personnel. Some of the records necessary to compile planning data are not available in a centralized place. The work necessary to document past overseas service (for CIA and for other departments, agencies, and services of the U. S. Government) of Agency personnel for planning purposes would be prohibitive in cost and time required. The information needed is: the kind of overseas service (military or civilian, PCS or TDY), where performed (country, or island or possession--not city), the beginning and ending dates (to the closest month), and the responsible U. S. Government component (CIA, Army, State, OSS, etc.) at the time the duty was actually performed.

2. To simplify the requirement which this notice places on an operating office, division, or staff of the Agency for this information, survey cards (Form 1451, Record of Overseas Service) bearing name and personnel serial number, will be distributed to all vouchered employees, and each employee will fill out his own card. This is feasible because the information obtained will be used only for statistical analysis and planning purposes. Such information should, however, be as accurate as possible.

3. The same kind of information is needed for all staff employees paid from confidential funds and for staff agents. For all employees paid from confidential funds, Forms 1451 (bearing names and personnel serial numbers) will be sent to the responsible components to be filled out as follows:

a. Staff employees paid from confidential funds who are actually at headquarters will fill out their own cards.

b. Staff employees paid from confidential funds who are overseas will be queried by book dispatch. Detailed instructions for this procedure will be given to each responsible Administrative Officer.

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c. Requests for information about overseas service of staff agents will be sent in pseudonym on an "Eyes Only" basis to the appropriate Administrative Officer. The senior Administrative Officer of each operating office, division, or staff will be responsible for insuring that these cards are filled out and returned promptly.

4. Detailed instructions for filling out the Forms 1451 will accompany the form and each employee will be told to ask his Administrative Officer for any needed assistance. However, there are some aspects of the requested information which require more delicate handling for some personnel than the card indicates:

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b. Security. For the sake of uniformity and ease of handling, the same form, Form 1451, will be used for vouchered employees, for employees who are paid from confidential funds, and for staff agents. When forms are distributed, they will show only name and personnel serial number, will be distributed in a secure manner, and should be returned through the same channels from which they were received.

5. Blank supplemental Forms 1451 will be given to the Administrative Officers of each operating office, division or staff for use of personnel who need more space than is on one form. If a supplemental form is used, the appropriate box on the first form should be checked and the name and personnel serial number of the employee should

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be copied on the supplemental form. Forms should not be bent or stapled but may be fastened with paper clips unless one form contains sensitive information and must be returned separately.

6. Employees should be told that it is in their interest to send copies of all non-CIA overseas duty documents which they may have to the Office of Personnel. These documents will not be needed for some time so they should be forwarded separately or at a later date. Canceled passports provide one of the best sources of information concerning overseas travel. Such passports should, however, be forwarded to the Office of Personnel separately from Form 1451. The cut-off date for survey information is 1 July 1958. As of this date, the Office of the Comptroller will extract information from current records.

7. All forms for vouchered employees and employees paid from confidential funds at headquarters are to be returned on or before 30 June 1958 to the Office of Personnel, Statistical Reporting Branch, room 192, Curie Hall. All forms for employees paid from confidential funds who are overseas are to be returned on or before 30 July to the Office of Personnel, Statistical Reporting Branch, room 192, Curie Hall. All forms for staff agents and for sensitive staff agent service of individuals who are now staff employees are to be returned, marked "Eyes Only," in a sealed envelope to the Chief, Contract Personnel Division, Office of Personnel, room 801, 1016 16th Street.

8. Senior Administrative Officers of each operating office, division, or staff will be responsible for insuring that all forms are filled out and returned promptly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB
SPECIAL

S-E-C-R-E-T

THE ACCOMPANYING FORM 1451, RECORD OF OVERSEAS SERVICE MAY MEAN
ADDITIONAL RETIREMENT BENEFITS FOR YOU!
 READ BOTH SIDES OF THIS CARD CAREFULLY BEFORE FILLING OUT YOUR FORM 1451

THE MACHINE CARD (FORM 1451) ADDRESSED TO YOU IS THE FIRST MAJOR STEP IN AGENCY PLANNING FOR AN IMPROVED RETIREMENT PROGRAM WITH FULL BENEFITS. YOUR COOPERATION IN FILLING OUT THIS CARD FORM IS ESSENTIAL IF ANY FURTHER PLANNING IS TO BE DONE. THE INFORMATION REQUESTED HAS NEVER BEFORE BEEN COMPILED IN ONE CENTRAL PLACE ON A NAME BASIS BECAUSE NO NEED FOR IT WAS ANTICIPATED. IF AN IMPROVED RETIREMENT PROGRAM SHOULD BE ADOPTED, YOUR ACCURACY IN FILLING OUT YOUR FORM NOW WILL ASSIST MATERIALLY IN VERIFYING YOUR CREDITABLE PAST OVERSEAS DUTY FOR RETIREMENT BENEFIT PURPOSES.

(over)

NAME OF EMPLOYEE	EMPLOYEE SERIAL NO.		COMPLETED BY EMPLOYEE				TELEPHONE EXT.		SECRET (WHEN FILLED IN)		
			YES		NO						
	DO NOT FOLD, STAPLE, SPINDLE, OR MUTILATE										
	INSTRUCTIONS		DO NOT WRITE IN COLUMN	WHERE SERVICE WAS PERFORMED	PCS - 1 TDY - 2 (ENTER NO.)	DATES				SERVICE AS CIVILIAN - 1 MILITARY - 2 (ENTER NO.)	RESPONSIBLE U.S. GOV'T. DEPT. OR AGENCY
FROM		TO									
THIS FORM MUST BE RETURNED		29-31		32	33-34	35-36	37-38	39-40	41	42-44	
WHETHER YOU HAVE HAD OVER-											
SEAS SERVICE OR NOT.											
PLEASE READ CAREFULLY IN-											
STRUCTIONS ON ACCOMPANYING											
CARD; THEN FILL OUT THIS FORM											
AS ACCURATELY AS POSSIBLE.											
IF ADDITIONAL SPACE IS NEEDED, CHECK HERE			AND ASK YOUR ADMINISTRATIVE OFFICER FOR SUPPLEMENTAL CARDS							SECRET	

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INTERNAL USE ONLY

- Please study your card Form 1451 and be sure you understand what is required before you fill it out.
- Be as accurate as possible, but the information need not be certified.
- If you have had no overseas service at any time, mark form "not applicable."
- List each increment of overseas duty performed at any time on behalf of the U. S. Government and give the approximate location.
- If PCS, give dates of arrival at first duty post and departure from last duty post only for each increment of overseas duty.
- If TDY, give only dates of departure from and return to your headquarters for each overseas trip.
- Omit TDY travel and changes in overseas PCS if they occurred while you were on PCS overseas.
- If home leave and/or TDY to your headquarters occurred while you were on PCS overseas, they should not be deducted from overseas service.
- Do not duplicate overseas service where it was performed simultaneously for two organizations.
- Cutoff date for information is 1 July 1958. As of this date certified information will be extracted by Fiscal and Finance Divisions from current records.
- The telephone number should be one where additional information can be obtained if necessary.
- The completed form must be returned to your administrative officer on or before your next payday.
- Be sure to read the other side of this card.

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